



Job Opportunity

State Controller's Office

Position: Claim Auditor

Statewide

Location: Division of Audits
3301 C Street, Suite 705, Sacramento, CA 95816

Issue Date: December 2, 2005

Final Filing Date: Until Filled

Contact/Telephone:
Laura Nicholls, 916-323-1598

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-641-1771-029

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by a Principal Claim Auditor, the incumbent will audit claims against the State for legitimacy, compliance with provisions of the law, and state practices. Duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audit claims for payment from the State Treasury. Audit procedures consist of determining legal authority to incur financial obligations, that claims are charged against the proper appropriations, claims comply with contract terms, DPA, California Victim Compensation and Governmental Claims Board, and other regulatory and statutory provisions, claims are supported by evidence, work was performed or goods delivered, and expenditures are proper in regard to the programs of the agency submitting the claims.
- Review contracts and contract amendments, and prepare brief of provisions for entry into a contracts database for use in reviewing claims for payment of contracts. Post contract payments to the contracts database to insure that total payments claimed do not exceed total contract amount.
- Perform research using the State Constitution, State and Federal statutes, opinions of the Courts and Attorney General, California Administrative Code, and SCO opinions, to answer questions that arise in the course of reviewing claims for payment.
- Prepare written summaries of claim corrections for errors for lead auditor review; prepares claim correction and claim rejection letters to agencies setting forth reasons for correction or rejection.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls